



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

JUL 9 2014

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS

SUBJECT: Advisory Council on Dependents' Education – Charter Renewal and Membership
Balance Plan Approval

The charter renewal (TAB A) and the membership balance plan (TAB B) for the Advisory Council on Dependents' Education ("the Council") are approved. A copy of the Council's charter and the membership balance plan will be provided to the Council's Designated Federal Officer (DFO), once the Advisory Committee Management Officer (ACMO) files the charter with the Library of Congress, the Congressional oversight committees, and the General Services Administration.

As part of the charter renewal process, this office, in consultation with the Office of General Counsel of the Department of Defense (OGC DoD), has affirmed that all individuals appointed to the Council, once approved by the Secretary of Defense, shall be appointed to serve as special government employee (SGE) or regular government employee (RGE) members, as appropriate. The following points apply:

- (a) Individual members approved for appointment or renewal by the Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants, pursuant to 5 U.S.C. § 3109, to serve as SGE members. Those who are full-time or permanent part-time Federal officers or employees shall be appointed, pursuant to 41 C.F.R. § 102-3.130(a), to serve as RGE members.
- (b) Each member shall be notified, in writing, of the Secretary of Defense approval decision. In preparing your appointment or renewal of appointment letters, the Council's DFO should consult the ACMO and OGC DoD, to include the Standards of Conduct Office. At a minimum, the letters shall contain the following:
 - i. Notice that members of the Council who are not full-time or permanent part-time employees of the Federal government, while attending meetings or conferences of the Council or otherwise engaged in the business of the Council, are entitled to compensation at the daily equivalent of the rate specified at the time of such service for level IV of the Executive Schedule under 5 U.S.C. § 5315. All Council members, while on official Council-related travel, shall be entitled to reimbursement of travel and per diem.
 - ii. A statement that they are appointed to serve as SGE or RGE members, as appropriate.
 - iii. An explanation of the difference between serving as SGE and representative members.
 - iv. A summary of the applicable ethics requirements, to include whether SGE members are required to file a Confidential Financial Disclosure Report.

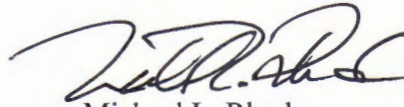
As the Council's DoD Sponsor, you are responsible for:

- (a) Ensuring that the Council's DFO attends all Council and subcommittee meetings for the entire duration of each and every meeting.
- (b) Ensuring that the DFO and the Council fully comply with all governing Federal statutes and regulations, DoD Instruction 5105.04, "Department of Defense Federal Advisory Committee Management Program," and policy decisions by the Secretary of Defense or the Director of Administration and Management.
- (c) Ensuring that all work done by the Council and its subcommittees is based upon written tasks or terms of reference assigned to the Council by the Secretary of Defense, the Deputy Secretary of Defense, or you, as the DoD Sponsor. All tasks or terms of reference are subject to public review and, at a minimum, shall include:
 - i. A description of the problem or policy to be analyzed and the DoD decision maker for the matter(s) under consideration.
 - ii. Authority for the members of the Council or its subcommittees to access DoD officials and DoD data that is pertinent to the matter(s) under consideration.
 - iii. A budget limitation under which the Council or its subcommittees must operate.
 - iv. A date by which the Council must submit its written conclusions (advice and recommendations) to the DoD decision maker.
- (d) Providing adequate support to the Council and its subcommittees, and ensuring that the members of the Council and its subcommittees are not unduly or inappropriately influenced by Federal employees or any special interest group.
- (e) Ensuring that all visits to DoD installations or facilities by members of the Council and its subcommittees are done in consultation with the Secretary of the Military Departments or the Chairman of the Joint Chiefs of Staff, as appropriate.
- (f) Ensuring that all members of the Council and its subcommittees are appointed according to DoD policies and procedures. No member will participate in any work by the Council or its subcommittees until all of the following have been completed: the member completes and submits to DoD all personnel and ethics paperwork required for his or her appointment; the appropriate DoD offices process the individual's personnel and ethics paperwork; and the individual takes the oath of office for his or her appointment.
- (g) Ensuring that all DoD and other Federal Agency documents provided to the Council or its subcommittees are properly marked according to governing statutes, regulations, and DoD policies and procedures.
- (h) Monitoring the implementation status of any recommendation adopted by the DoD and ensuring that this information is available for future inquiries.

Based on the Secretary of Defense's memorandum of October 9, 2012, concerning advisory committees, we recommend you continually reevaluate the Council's functions and reduce, where appropriate, the Council's operating costs. As the Secretary indicated, we must continually assess

our advisory committees to ensure that they deliver appropriate value today and in the future as times and requirements change.

If you should have any questions about this DoD Program, the Federal governance and compliance requirements, the charter renewal, or the membership balance plan, please contact the ACMO, Mr. Jim Freeman, at 703-692-5952 or by email at james.d.freeman4.civ@mail.mil.

A handwritten signature in black ink, appearing to read "M. L. Rhodes", with a stylized flourish at the end.

Michael L. Rhodes
Director

Attachments:
As stated

cc:
Office of General Counsel of the Department of Defense
Special Assistant to the Secretary of Defense (White House Liaison)